

CITY OF TUCSON
CITIZEN POLICE ADVISORY REVIEW BOARD
RULES AND REGULATIONS
(amended 02/17/04)

ARTICLE I NAME

The name of this organization shall be the Citizen Police Advisory Review Board (CPARB), and will hereafter be referred to as the "Board."

ARTICLE II TERMS, MEMBERSHIP AND MEETING ATTENDANCE

1. The appointment, composition, qualifications and terms of Board membership will be in accordance with Tucson Code Section 10A-90.
2. The terms, conditions and removal of Board members will be in accordance with Tucson Code Section 10A-134.
3. The Board will appoint four (4) advisory members in accordance with Tucson Code Section 10A-137. Advisory members will be appointed for a period not to exceed two (2) years.
4. A voting or advisory member who misses four (4) consecutive meetings for any reason or who fails to attend for any reason at least forty (40) percent of the meetings called in a calendar year will be automatically and immediately removed as a member of the body.

ARTICLE III OFFICERS

1. The officers of CPARB shall include a Chairperson and Vice Chairperson.
2. The Chairperson and Vice Chairperson shall be elected at the February meeting. Nominations for the officers may be made by any voting member. After the nominations are closed, the Board may allow nominated candidates up to 10 minutes to discuss their leadership experience, qualifications, and vision for the office they are seeking.
3. The term of each elected officer shall be one (1) year. Officers elected outside of the February election process will serve the remainder of the term they are filling.
4. No officer may hold the same office for more than two (2) consecutive terms.
5. In the event of the resignation or removal of the Chair during the year, the Vice Chair will become the Chair and a new election will be held for Vice Chair. In the event of the resignation or removal of any other officer, a new election will be held to fill the vacant office.

ARTICLE IV DUTIES OF OFFICERS

1. The Chairperson will:
 - a. Call and preside at meetings and ensure meetings are in compliance with all rules governing the Board.
 - b. Appoint subcommittees as needed to accomplish Board business.

- c. Serve as an ex-officio member of all subcommittees.
 - d. Be the spokesperson of the Board on issues that have been addressed by the Board.
 - e. Coordinate the agenda with staff and any Board member requesting an item to be placed on the agenda.
 - f. Sign all documents regarding Board business.
2. The Vice Chairperson will:
- a. Perform the duties of the Chairperson during his/her absence.
 - b. Act in an advisory capacity to the Chairperson and perform such functions as assigned by the Board.
 - c. Fill any vacancy occurring in the office of the Chair for the remainder of the term.

ARTICLE V MEETINGS

1. All meetings, including any special meetings, shall be posted, announced, and recorded in accordance with ARS §§38-431 et seq., the Arizona Open Meetings Laws.
2. Regular meetings will be held once a month at a time and place to be determined by the Board.
3. A quorum will consist of four (4) voting members. If a quorum is not met within fifteen (15) minutes after the scheduled meeting time, the meeting will be cancelled.
4. An agenda will be prepared for each meeting. Any Board member may suggest an item be placed on the agenda; however, the majority rule or the Chair will decide agenda items.
5. When properly noticed and included on the agenda, the Board may receive at any meeting comments from the public as part of a Call to the Audience, as provided in ARS §38-431.01. The Chairperson may also permit members of the public to provide comments during discussion of items properly noticed and included on the agenda; but the Chairperson is not required to permit such public comment unless the item has been noticed as a public hearing. Unless otherwise provided by the Chair, each such citizen will be limited to speaking for five (5) minutes.
6. If the Chair and Vice Chair are both absent at any meeting of the Board, the Board will elect a Chair Pro Tem who shall perform all duties of the Chair for that meeting.

ARTICLE VI SPECIAL MEETINGS

Special meetings, for any purpose, may be held at the call of the Chairperson or a majority of the voting members.

ARTICLE VII SUBCOMMITTEES

1. The standing subcommittees of the Board will be:
 - a. Training
 - b. Public Relations/Community Outreach
2. Subcommittees also will be created for specific projects, programs, events, activities, issues, and case reviews as required.

3. Meetings of subcommittees will be conducted in accordance with ARS §§38-431 et seq.
4. Voting members of the Board will Chair all subcommittees.
5. Advisory members may serve as members on subcommittees.

ARTICLE VIII TRAINING

1. Each voting and advisory Board member will receive initial comprehensive training as provided in Tucson Code Section 10A-94 prior to reviewing any cases. After initial training each voting and advisory Board member will pursue forty-eight (48) hours of educational opportunities annually.
2. Initial comprehensive training will be designed by the Board, in cooperation with the Tucson Police Department and the Independent Police Auditor. This training will be consistent with the requirements of Tucson Code Section 10A-94(a).
3. Educational opportunities are defined as:
 - a. Ride alongs (recommended one ride along per quarter for a minimum of four hours);
 - b. Citizen Police Academy;
 - c. Work on Board subcommittees;
 - d. Other training directed toward becoming knowledgeable with the procedures and practices of the city police department or otherwise designed to increase the Board member's skills in reviewing and evaluating citizen complaints. This includes training presentations given during Board meetings, as well as periodic Board retreats.

ARTICLE IX LIMITATIONS OF POWERS

1. The Board will not take a political position on any issue since it represents the City of Tucson.
2. Neither the Board nor any member thereof may incur city expense or obligate the city in any way without prior authorization of the Mayor and Council.
3. Neither the Board nor any member thereof will engage in any of the activities described in Tucson Code Section 10A-93.
4. These Rules and Regulations do not, and are not intended to, exceed the powers given to the Board by the Tucson City Code, other City ordinances, or other action by Mayor and Council.

ARTICLE X PARLIAMENTARY PROCEDURE

The rules in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they apply and do not conflict with the specific provisions the Tucson Code, these Rules and Regulations or any special rules that the Board may adopt.

ARTICLE XI AMENDMENTS

1. Any Board member or advisory member at any regular meeting may propose an amendment to these Rules and Regulations. The proposed amendment may be placed on the agenda for the next regular meeting for discussion and action.
2. Amendments properly adopted by the Board will become effective once they are properly filed with the City Clerk, as provided in Tucson Code Section 10A-136.
3. A review of the Board Rules and Regulations will be held on an as-needed basis.

PASSED, ADOPTED AND APPROVED by the Tucson Citizen Police Advisory Review Board,
February 17, 2004.

Chairperson